
JOB POSTING

The City of Traverse City
Human Resources



Announcement No. 15-003

March 10, 2015

CITY MANAGER

Salary \$100,000 to \$125,000, DOQ, benefits negotiable

Outstanding opportunity to provide leadership and management for a premier Lake Michigan community. Traverse City is a full-service community with a GF budget of \$14M, operating budgets of \$30M and 180 FTE in various operational areas that include police, fire, public services (streets, facilities, water production and distribution, wastewater collection and treatment, parks and recreation), electric utility, engineering, planning, zoning, building, housing, DDA, and all related administrative services (legal, clerk, treasury, finance, assessing, human resources).

Nationally recognized as a distinctive community, Traverse City is located in breathtaking northwest Michigan, which includes one of the fastest growing wine regions in the country. The City offers an energetic downtown and exceptional quality of life, including the National Cherry Festival, the Traverse City Film Festival and world-renowned beaches, boating and other outdoor activities that make this region of Michigan a vibrant vacation and retirement destination.

The City seeks a highly-skilled manager, with prior city management experience required, and a proven record of success and the ability to provide top administrative oversight for this outstanding organization. A Bachelor's degree is required; a Master's degree in business or public administration is preferred. Substantial experience is required in the supervision of others, financial/budget and project management, implementation of capital-improvement plans, labor relations/negotiations, pension issues/retirement plans, and public-safety services. The ideal candidate will offer a diversified management background and advanced communications skills, particularly in dealing with elected officials, internal staff, and the public, and will work collaboratively with an involved community.

To learn more about this distinctive community and its exceptional quality of life, visit www.traversecitymi.gov. Apply by April 10, 2015, with cover letter, resume, and three employment references with contact names and current phone numbers to: TRAVERSE CITY CITY MANAGER SEARCH, c/o Human Resources Department, 400 Boardman Ave., Traverse City, MI 49684, and/or email to jcaroffino@traversecitymi.gov. **Michigan law requires that applicants request confidentiality if it is desired; all interviews before the City Commission will be conducted publicly.** For Additional information, contact Jamie Caroffino, HR Generalist, at 231-922-4481 or jcaroffino@traversecitymi.gov.